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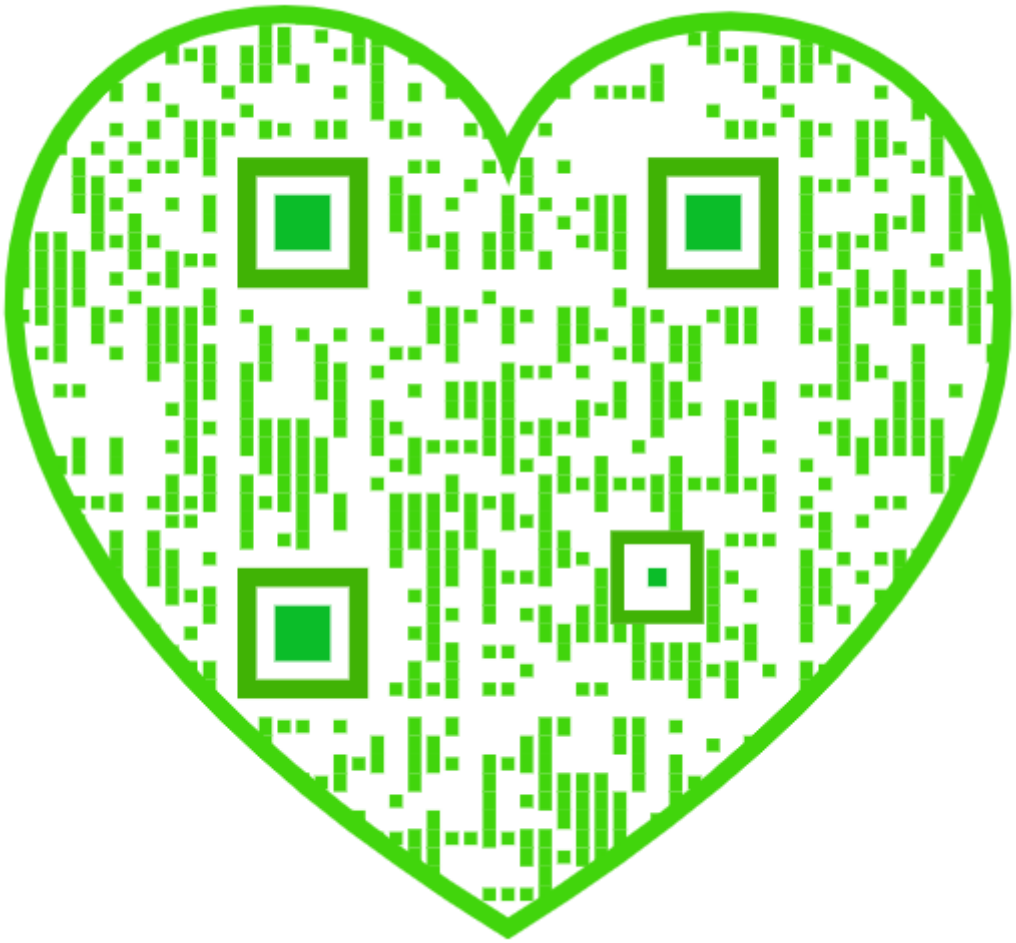

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STANDARD SPECIFICATIONS
FOR
BOOK PRINTING

FOR THE USE OF

STATE AND MUNICIPAL GOVERNMENTS
PUBLISHERS, UNIVERSITIES AND
OTHER INSTITUTIONS

BY

JOSEPH B. SMARR
CHIEF CLERK TO THE MAYOR

WITH A FOREWORD
BY
MORRIS L. COOKE
DIRECTOR DEPARTMENT PUBLIC WORKS

PUBLISHED BY THE
DEPARTMENT OF PUBLIC WORKS
CITY OF PHILADELPHIA
1914

CALIFORNIA

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FOREWORD

A proper purchasing system is an absolutely essential feature of a municipal government. Definite specifications for everything is the prime essential of good buying. Contract graft of every kind results generally from loosely drawn specifications. This is the commonest agency through which municipal officials and methods are corrupted.

The printing industry is approximately four hundred years old, and many of its implements, methods, and practices have remained unchanged during this entire period. It is one of the few industries that has consistently and successfully resisted all efforts toward its systematization. The thoughts of the leading men during the last twenty years have been devoted largely to a propaganda in favor of a highly developed cost system. This industry probably puts a larger percentage of its gross receipts into ascertaining manufacturing costs than any other. In the mind of the average printer, the ascertaining of costs is thought to be fundamental to efficiency and prosperity.

As a matter of fact, the keeping of costs is only comparable to book-keeping or accounting. Cost keeping is, at best, only a history of something that has happened,—recorded data. As practiced in the printing industry it has absolutely nothing to do with efficiency or the improvement of methods; it is little more than a memorandum bearing only indirectly upon the cutting down of manufacturing costs. The inevitable result of a highly developed cost system, maintained in the absence of an active crusade for better methods, is that the charges to the public are constantly increased. This is exactly what has gone on in printing costs all over the country. This has been greatly facilitated during the last ten years by the formation in all

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the large cities of printers boards of trade, which organizations have had price control as their special field.

The printing industry has therefore made practically no effort toward standardization. On the contrary, it has resisted all efforts toward a simplification of its practices. It was only a few years ago that there was no standardization in the steel industry. About 25 years ago, the Carnegie Steel company issued its hand-book of standard shapes. Since then, these hand-books have become an indispensible mechanism of every engineering and architectural office. Every designer of buildings has been brought to realize that there is everything to gain and nothing to lose from using standard shapes. In fact, the standardization in the steel industry has gone so far that it is practically impossible to use anything but standard shapes, because deliveries on anything irregular are so uncertain, and so apt to be delayed that architects, builders, contractors and others avoid their use in every possible way.

Obviously, the only people to standardize an industry are the manufacturers in it. The people who buy the materials are in no position to standardize anything except what they, themselves, buy. There is a limit as to how far standardization of this kind brought about by single users of the product can affect an industry. It would not be expected that even a large user of structural iron shapes, who had standardized them for his own use, would have any special influence upon the weight and dimensions of the shapes used by others.

The application of this to the printing industry is obvious. It is only the printers themselves who can standardize the world's printing. Any one user of printing can do little more than standardize what he himself uses. It would be far better if the printers, instead of spending practically all their time in discussing costs, and in conferring with one another as to how to get the public to pay the prices asked would devote their energies towards

standardizing printing. If this were done, before long, the printer would attain the status of a manufacturer. At the present time he is a sort of hybrid—half manufacturer and half artist. He is put in a class by himself. The average printer's credit at the banks, and elsewhere, is far below that of the average manufacturer, for the simple reason that conditions in the industry do not warrant according him any different position.

These specifications for the annual reports of the Mayor and the directors of several administrative departments of the City of Philadelphia were written without any idea that they would be used for actually buying this printing. The author knew nothing about printing and simply made a few months' study of it in the hope of being able to draft a set of specifications that could be generally used by the officials of cities and states and others in buying printing of this kind. As a matter of fact, when the specifications were finished, they were used for buying the printing of the 1913 reports, and through their use, the cost of the printing was more than cut in half. The 1913 bid totalled something less than $6,000, whereas, for the year preceding, the cost had been $18,000, and the average for five years before that was approximately $12,250.

From the standpoint of the printer, these specifications have the advantage that it takes him perhaps a half an hour to make his bid. The old method was to assemble the copy, on the theory that the printer would sit down and carefully analyze it and make his bid after its inspection. By the development of a system of carefully defined unit prices, with a table of approximate quantities for the different kinds of work, based upon past experience, all guess work is eliminated and the printer is enabled to make accurate quotations with the least possible expenditure of time.

These specifications are so drawn that they can be made available for practically any city or state desiring to use

them. Matters of taste as to size of page, etc., can be altered simply by changing a few figures.

There is almost an entire absence of definite specifications in this printing field. Someone before long will doubtless draw up similar specifications for job work. While individual purchases in this job field are small, they represent in total by far the largest amount of money expended for printing. Through the drawing of definite specifications and having free and open bidding for all kinds of printing, a saving of a large amount of money would necessarily result.

Revelations made a few months ago in a report to the Governor of the State of New York, as to the exorbitant prices paid for state printing, makes one question whether there are not a great many cities and states that can profit by this publication. As the preparation of these specifications was undertaken at my suggestion, and as the author has done an exceptionally good piece of work, it is a great pleasure to recommend to printers and purchasing agents a very careful perusal of the following pages.

MORRIS L. COOKE,

August, 1914. *Director.*

UNIV. OF CALIFORNIA

INTRODUCTION

The specifications here exhibited differ from those in common use chiefly in this: that they give to bidders information of the work to be done sufficiently detailed and exact to enable them to bid closely, and declare particularly what the printer shall do in execution of the contract. It seems rather surprising to say that the difference between the two is what really is the whole purpose of a specification, but a glance at the forms issued and in use in Philadelphia, Boston and a number of other cities in the country will confirm the statement: so little real information is given on which to base a bid, so much is left to conjecture, that printers who have not done that particular work must make a wide margin, in estimating, for things which they may have overlooked, and for uncertainty in the contract's requirements. In one city the wording of a clause made it possible for the contractor to receive four times the amount he himself would have charged under properly drawn specifications; and in all the forms examined there is the same looseness of method, the same lack of data which printers must have for a guide, the same lack of means for checking bills. The final consequence has been the elimination of real competition: one firm is awarded the contract regularly, for it is familiar, by experience, with the work to be done; it stands in, perhaps, with the municipal authorities, and, because other firms judge it useless to bid, obtains what is practically a monopoly of the printing work.

This, in itself, while not good business form, would not, perhaps, be detrimental to the City's interests, if it could be assured of honesty on the part of the contractor, and of energy and technical knowledge on the part of those of its

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employees who are charged with overseeing the work. Confidence in the one, no matter how well placed, can never be adequate, alone, for the City's protection; the nature of the work renders the other assurance unlikely, at present. While a city's printing expense in the aggregate, amounts to a large sum, it is split up into a vast number of small jobs, which, because of the average slight cost, never receive much attention; and the one or two large contracts are not thought sufficient to justify the employment of a man skilled in the work.

This condition makes it all the more advisable to have carefully drawn specifications, which should allow no room for difference of opinion, which should declare plainly and fully what shall be done; for so there will be no opportunity for making overcharges, either those that seem right and regular, or those that are patently fraudulent.

The specifications herein shown have been drawn with the view of correcting these faults of the forms in general use. Their adoption will necessitate more attention on the part of the authorities, but the economies effected will repay the cost of the time which may be spent in the execution of the contract. There is another advantage—an intangible one, which will accrue to the city official: the inevitable judgment of the printer who is asked to bid on a loosely drawn specification is that there is collusion between one contractor and the department officers; faults that are due to a lack of technical knowledge are ascribed to criminal intent; and the officials lose in reputation just as much as the city loses in money. The correction of that judgment should be an added incentive to the adoption of a specification form that will stop, as well, the money loss.

Printing work is divided into four distinct parts: the purchase of paper, photo-engraving, composition and press-work, and book-binding. It is usual to let all the work in one contract to the printer, who has, by far, the largest share; and here is the first error.

It is vain to expect low bids from persons not engaged in the particular class of work bid upon. A printer who bids for furnishing paper, first obtains prices from the paper makers, and then puts in his bid at a price varying from ten to twenty-five per cent higher; the increase is to compensate him for the expenditure of money for the paper's purchase and for the long time he must wait before he is repaid by the government. Similarly with the binding; printers are not, ordinarily, equipped to do this work economically; they must have it done by the book-binders, whose price is considerably increased when it is passed on to the city.

It is advisable, therefore, to divide the work so that each part may be estimated upon by persons regularly engaged in the particular business. The following divisions have been made in these specifications: paper; photo-engraving; composition, presswork and pamphlet binding; and book binding. A discussion of those articles of the specifications that require explanation or comment, follows; the specifications themselves are made for the city of Philadelphia, and are designed, in particulars, for the documents there issued.

The specifications and bid form for the paper requires little comment; the method adopted is thought to be fair and very practicable: first find a suitable paper, and require that the paper bid on and to be furnished shall be equal in quality. It would, perhaps, be desirable to declare that the paper shall be made according to a certain formula given, but where the quantity needed is comparatively small, as in Philadelphia, the mills would not find it profitable to make a special run; either bids would be very high, or firms would not bid at all. Inasmuch as paper dealers sometimes take advantage of the inexperience of purchasers to substitute a cheaper and inferior paper for that specified and bid upon, it is always advisable to test that which is furnished. Notice that this will be done is,

often, sufficient to deter the dealer from making such a substitution.

PHOTO-ENGRAVING. Ordinarily not much attention is paid to this class of work. It seems to be merely incidental to the more important printing, and, apparently, calls for no great outlay; but for this very reason there is freer opportunity for graft than in either the composition or binding.

The specifications do not, ordinarily, declare how much engraving work will be ordered, and the supposition is, comparatively little. The honest bidder will submit a reasonable price; the favored contractor will bid two, three and even four times that price; and as the quotations are made per square inch, the difference between six and twenty cents seems rather insignificant. But for municipal or governmental reports illustrations are abundantly used; on an average, four or five thousand square inches of half tone and line plates are made, each year; so the difference is quite a respectable sum. Indeed in one year, for a Philadelphia report, the cost of half tone and line plates was nearly two thousand dollars, of which two-thirds was clear profit to the printing contractor.

This, in itself, shows the advisability of accepting bids only from firms regularly engaged in the work bid upon; for engravers would never think of asking 20 cents per square inch for line work, or 25 cents for ordinary half tones; the trade prices of which are 5 to 7 for line and 10 to 15 cents for half tone work.

Lithograph work should not, in ordinary cases, be specified: it is expensive for works of reference. Where, however, it is advisable to have drawings lithographed, a copy of the plate, in colors, should be attached to the specifications, the quantity to be printed given, and a price asked for furnishing the plates complete. If the number of copies required cannot be ascertained until after bids have been received, a price should be asked for an approximate number, and a price for each additional hundred. In no case

should bids be asked "per hundred" without stating the number of copies to be ordered; for in such case the bidder estimates on furnishing one hundred only, for which the price is very high because of the cost of making plates, and for each additional hundred ordered the purchaser pays again for the plates; whereas, if the bid is submitted in the form first above given, the price for each additional hundred is about one-sixth that of the first, or even less.

Composition. The highest degree of particularity is desirable, and even necessary, in writing specifications for this division of the work; the type face, type size, method of measurement, should all be stated with sufficient exactness to make evasion or misunderstanding impossible. The measurement especially needs clear definition; the common form, per thousand ems, is objectionable in that it affords room for difference of opinion; thus, for composition set with six point slug, measurement was made as for solid matter, and so charged; the charge was defended on the ground that the compositors were paid on that basis; but it is also customary to measure the line width and multiply that by the number of lines; a method which excludes leads and slugs. Here was a conflict which ought never to have arisen; the looseness of the specifications cost the city a considerable sum of money. The method adopted, of asking a price per page and giving the exact size of the type page, effectually obviates all dispute.

It should be noted that an estimate is made of the number of pages of composed matter which the reports will contain. Without such an estimate it would not be possible fairly to determine who is the low bidder; one firm might bid low on one size of type, another on a second size, and unless the probable cost of the work can be figured fairly closely from the bids, by means of the estimate of quantities, it might turn out that what seemed to be a low bid is actually high.

This remark applies equally to the presswork and bind-

ing. It often happens that one firm bids high on composition, low on presswork and binding; another may be low on composition and high on presswork; and unless quantities are given, it is utterly impossible to determine which is the low bid.

Presswork. In some of the cities it has been customary to ask for a bid on presswork, per token, without giving the size of the forms or the quantities (number of impressions to be run off). It is utterly impossible for a printer to quote a price in such a manner; the cost of presswork varies with the size of the form and with the number of impressions; fifty cents per token for a 16 page form would be proper for a large quantity, while $2.50 per token for the same size form would not be too much for a small quantity. The appearance of such an item in a specification is, in the opinion of the experienced printer, conclusive evidence of collusion between a favored contractor and the city officials. For it is possible, where a low price is bid, to compel the contractor to impose 32's and 64's, if he is not favored; conversely, a contractor who is "in" may bid what is a reasonable price for a 32, and then impose in 16's and 8's; the cost of working the small forms is considerably less than for the larger, and the presswork is increased two and four fold.

Here also, therefore, as in the other divisions of the work, the printer should be advised exactly what he will have to do. The forms are fixed as 32's the largest which can be used advantageously for the weight of paper specified; larger forms would make the books clumsy.

Attention is called to the bill form upon which the contractor must make composition and presswork charges; it is designed to show clearly what the work is for which charges are made. A lack of method in this particular makes it rather easy for a printer dishonestly inclined to pad a presswork bill considerably.

Time work on alterations. In no other division has it

been found so difficult to control or oversee the action of the contractor. There is very little to show what time was spent in making alterations, and, very often, the omission or addition of a word may render necessary the overrunning of an entire paragraph, or recasting, as the case may be. Consequently, the unscrupulous printer feels that here he can overcharge with comparative safety, and bill for time which was never spent. There is no method known which can accurately check the charges made; the one adopted, of showing the changes which were actually made in the composed matter, enables one to judge whether the charge is inflated or reasonable; then, too, it is thought unlikely that the compositor will sign a false statement when he derives no advantage from the act.

Pamphlet binding. It was thought advisable to separate this from the book (leather and cloth) binding, because most large printers are equipped to do the one, while they are not, for the other. The great variety of bureau and departmental reports, in size and contents, makes it impossible to have a simpler and less multiform bid schedule than the one adopted, which, while it assures exactitude of charge, makes necessary only a little additional bookkeeping.

The prices for binding pamphlets vary with the number of forms, inserts, etc.; the larger the number of forms to be folded, the number of plates to be inserted and folded, the higher the cost. The specifications provide, therefore, for a graded increase in size of the book; the price per volume is to include folding, trimming, wiring and pasting of covers. Inserts and folds are to be charged for at so much per thousand; for, as this work is done separately, by hand, it matters little whether the plates are inserted in one book or another; the cost is the same.

The form of specification, both for pamphlet and book binding, now in use in most cities, makes it impossible for a stranger to the work to bid intelligently. In one specifi-

cation examined, all the binding work, pamphlet and book, was included in one form of estimate; no information was given to the bidder about the size or number of volumes to be bound; since the books actually varied from 20 pages, without inserts, to 1100 pages, with a hundred inserts, it was clearly impossible to make a unit price, which was asked for. A blanket estimate was, therefore, made even by the contractor familiar with the work, to cover all binding, for the same quantity, approximately, as bound the last year. The inadequacy and absurdity of the bid is clear; for what would happen if a larger number of volumes were ordered, and how the increase would be charged, cannot even be guessed.

Book binding. The form of bid for this work is similar to that for pamphlet binding; the specifications are as detailed and particular as is desirable. It is common, on this kind of work, to ask a price per volume, complete; but this cannot well be done for municipal reports, which vary considerably in size and number of inserts.

A few words may be said concerning the attitude of printers toward government work. It has been the experience in Philadelphia that the largest and best reputed firms were reluctant to bid upon any city printing; they felt that their work in estimating would be thrown away, because the contract in any event, would be awarded to the favored political contractor; and some even expressed the fear that, even if they should bid low and obtain the contract, they would be harassed by the officials and the specifications interpreted in such a manner that they would surely lose in the undertaking.

This, of course, was before the terms of these specifications were explained to them; but even then it required much persuasive argument, and in some cases, pleading and calling upon the civic pride of the printer, before a promise was made to submit a bid; so deeply rooted was the belief that the city official is corrupt and his methods un-

fair. The experience of Philadelphia is, no doubt, the experience of all other cities of the country; until business men are shown, in a practical way, that they will be treated just as other business men would treat them, they will continue to suspect and keep aloof from all city work.

The adoption of a fair and adequate specification—one that can be interpreted only one way, will do much to change the feeling of mistrust, and will convince the printer that he will be fairly treated. And once the most reputable firms are interested it cannot but result that the work will be improved in quality and its cost diminished.

Another word on the subject of advertising: it will be found profitable to ask for bids from printers located in some of the surrounding towns and cities. All the larger cities have master printers associations, the purpose of which is to prevent ruinous competition among the members. A printer who has had a particular job for any length of time, comes, however, to think of it as his own —that he has acquired it for himself, his heirs and assigns. If other printers are asked to estimate on that work, he advises the association, and asks for protection; the association then fixes a price below which the other members may not bid. This combination can, ordinarily, be defeated by calling in outside printers; but if the names of the bidders are known, the association of the one town will communicate with that of the other, and very likely collaborate with it in fixing the price. This, it is true, may not be an exorbitant one, but the combination effectually prevents competitive bidding.

JOSEPH B. SMARR.

August, 1914.

SPECIFICATIONS

FOR

PAPER, PHOTO-ENGRAVING, COMPOSITION PRESSWORK, PAMPHLET BINDING AND BOOK BINDING

FOR THE ANNUAL REPORTS OF THE MUNICIPAL DEPARTMENTS OF THE CITY OF PHILADELPHIA, FOR THE YEAR 1913

Bids will be received, and the work will be divided, under four headings, as follows:

1 furnishing paper
2 photo-engraving
3 composition, presswork and pamphlet binding
4 book binding

Bids will be received only from persons regularly engaged in the class of work bid for. Conditional bids will not be considered. Bids must be made upon the proposal form attached to the specifications for each of the four heads noted above.

Ample time has been allowed for the completion of all work under these specifications; failure to complete the work on time will subject the contractor to a penalty of twenty-five dollars per day for every day of delay in turning out the work at the times fixed by these specifications. This provision is made a condition of the contract.

The right is reserved to reject all bids when deemed best for the interests of the City.

Proposals must be accompanied by a certificate from the City Solicitor that a proposal bond for five hundred dollars has been filed with him.

The successful bidder will be required to file a bond for fifty per cent. of the amount of the contract, or deposit a certified check in the name of the Director for twenty-five per cent. of such amount.

BOOK PAPER

Book paper will be English finish, high white, 38 by 50/100, 500 sheets to the ream cased; must be equal to the sample attached in color, cleanliness, strength, finish and texture; and must be suitable for printing 133 line halftones; about 75 reams will be ordered.

Cover paper will be 20 by 25/65, 500 sheets to the ream equal in quality to the sample attached (Dill & Collins Duchess, listed at 9c per pound); about two reams will be ordered.

Bidders will be required to submit samples of the paper bid on. The book paper delivered by the contractor will be tested, and if found deficient in quality will be rejected. Ten days will be allowed for delivery.

The prices bid will include delivery to the printer, if in Philadelphia; if without the city, delivery to the railroad, in which case the paper contractor will pay freight and charge it to the City as an extra. Bills must be submitted in triplicate, accompanied by vouchers from the printer that the quantity of paper ordered has been delivered.

Director,
Department of Supplies.

The undersigned will furnish book and cover paper, as specified above, as follows:

38 by 50/100 book, English finish (approx. 75 reams)

.....per lb.

20 by 25/65 cover paper, Duchess or equal (2 reams)

.....per lb.

.....

PHOTO-ENGRAVING

Half tone and line engravings will be printed upon paper 38 by 50/100, English finish; plates must be furnished complete for printing, set type high upon wood guaranteed not to warp.

Plates shall be made direct from the copies furnished, which will be clear and free from defects which may prevent the engraver from turning out good work. All cuts must be etched deep, clean and sharp. Half tone engravings will be made on 133 line screen, from photographs or drawings; line engravings will be made from pen and ink drawings on vellum. All work will be finished square.

The engraver will be required to furnish proofs upon the paper to be used, which must be passed for workmanship before the cuts will be accepted; all cuts rejected must be worked over until the required effect is obtained, or new cuts furnished, of approved quality.

About 1000 square inches of line work and about 1500 square inches of half tone engraving will be required, no single plate to contain less than 12 square inches. The low bid will be calculated upon these quantities. All cuts ordered must be delivered complete, to the printer, within one week after the order is given and copy furnished; proofs furnished will be returned promptly, so that the work may not be delayed. If the printer is located without the city, expressage shall be charged to the City as an extra. All work will be black.

Alterations that may be made to line cuts now owned by the City, so that they may be used for the present work, will be charged for by the hour. Bills for alterations must be accompanied by proofs of the cut, before and after alterations made, with a memorandum signed by the workman who has made them, showing how many hours were spent upon it.

Each cut made shall be charged separately, and a proof of it must accompany the bill. All original drawings and photographs must be returned with the cuts, before the bills will be approved.

Director,
Department of Supplies:

The undersigned proposes to make half tone and line engravings for the annual departmental reports for the year 1913, according to the specifications attached, as follows:

half tone engravings, one color,.....per sq. in.

line engravings, one color,.....per sq. in.

alterations to engravings,.....per hour

.....

.....

COMPOSITION, PRESSWORK AND PAMPHLET BINDING

The work to be done under these specifications is the composition and presswork, together with the pamphlet binding, of the annual reports of the several departments and constituent bureaus of the municipal government.

These reports will be issued and bound as follows:

1 message volumes, approximately 720 pages each;
- a volume 1, containing the mayor's message, the reports of the director and bureau chiefs of the Department of Public Safety, and the report of the Civil Service Commission.
- b volume 2, containing the reports of the director and bureau chiefs of the Department of Public Works, and the reports of the Department of Wharves, Docks and Ferries and of the City Transit Department.
- c volume 3, containing the report of the director and bureau chiefs of the Department of Public Health and Charities and the reports of all other municipal departments.

2 department volumes, varying, approximately, from 160 to 544 pages each;
- a Public Safety, containing the reports of the director and bureau chiefs of that department.
- b Public Works, containing the reports of the director and bureau chiefs of that department.
- c Supply Department.
- d City Transit Department.
- e Department of Wharves, Docks and Ferries.
- f Law Department.
- g Civil Service Commission.

3 bureau volumes, varying approximately, from 32 to 544 pages each; each volume will contain the report of the bureau chief.

4 Preliminary report, approximately 400 pages; containing the mayor's message and the reports of the directors of the several departments.

The annexed schedule, marked "A", shows the number of volumes printed and bound for the year 1912; approximately the same quantities will be issued for the present year. Complete sets of all volumes may be seen in the office of the Mayor; bidders are requested to examine them before estimating.

COMPOSITION

Bids will be a flat price per page, for each of the following sizes:

1 10 point, 10 set, on 12 pt. body

2 8 point, 8½ set, on 10 pt. body

3 6 point 7 set, on 8 pt. body

Prices will be submitted also, as follows:

4 time work on alterations, per hour

5 cuts, full page, per page.

The page will be 39 pica ems long by 22 pica ems wide, or approximately 6½ in. by 3⅝ in. The type will be the Monotype 8-A. The ten point will be used for text, eight point for index, six point for tabular matter. All tabular matter will be ruled, and chiefly in full page form.

Printers who have only linotype machines will be allowed to bid on the No. 21 Linotype face, 10 point for text, 8 point for index, and 6 point for tabular matter. Printers will say in their bid which type they bid upon.

There will be about 1000 pages of tabular matter, 1000 pages of text, and about 20 pages of index and other eight

point matter; calculations for the low bid will be made upon these quantities.

The forms for final revise must be kept standing until the revise is made; no extra charge will be allowed for keeping this matter standing.

All charges shall be made upon the basis of price per type page and fractions thereof, counting 6½ in. to the page. Every section of type, on a full page, even if only one line deep, shall be measured and charged for in the proper classification. Measurements on matter of two different sizes on one page shall be taken from a point midway between the two. The price per page for full page cuts will include the setting of the caption.

Cuts less than full page will be charged for at the rate per page of 12 point body, which price will include the caption. Cuts full page or less in size will be imposed within the text forms.

No charge for composition will be allowed for full blanks, but partial pages will be considered as full, and figured on the basis of the entire page being set in the same size as is used on the part actually set.

On text folders the charge will be for the area covered on the scale which applies to the size of the type used; cuts, furniture, etc., will not be reckoned in the measurement. This means that where the composition on a folder occupies space twice or thrice the size of the text page, the charge for this folder will be twice or thrice the page rate. Fifty cents will be allowed for the caption on each folder, and for each cut used in the folder, but no other charge will be allowed for composition or lock-up on folders.

Composition shall be billed separately for each report; accompanying every charge for composition shall be a copy of the report, marked to show how figured; the charge for lock-up and any necessary tying-up or putting away is included in the composition rate. Bills must be made in triplicate, in the form prescribed by these specifications.

CORRECTIONS

No charge will be allowed for the ordinary minor author's corrections which are invariably made even from carefully prepared copy. No charge will be allowed unless a memorandum, showing the number of hours consumed in making the corrections, accompanies the proof on which the corrections referred to are made. These memoranda must be made by the compositor making the corrections, and must be signed by him; they must show the number of pages upon which the work was done, and the number of hours, and should be numbered consecutively.

Where charges are made for canceled matter, a proof of the canceled matter must accompany the memorandum bill. The charge will be made upon the basis of the price per page for the size of type used.

Additions will not be paid for as corrections except as they may involve corrections in matter already set up.

STYLE

The printer will familiarize himself with the instructions given in the style book attached hereto, and made a part of these specifications; he will be expected to follow them in every particular. Title or display pages, headings and cover pages for paper bound reports must be set up as shown in the style book.

PROOFS

The price bid for composition includes careful and accurate proof-reading, and carries with it the responsibility for the discovery of errors and departures of any kind from the copy; the proof-reader's corrections must be made before the proofs are submitted. Three sets of galley proofs and three sets of page proofs on all copy are to be furnisshed, and, where the number of corrections warrant it, or where requested for any other reason, another galley or another

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page proof of any galleys or pages is to be supplied without charge. Extra proofs will be paid for at the rate of two cents per page or galley.

Errors of composition or deviation from the style book furnished are to be corrected before proofs are submitted. Galley proofs are to be furnished within 72 hours after receipt of copy; page proofs must be furnished within 72 hours after receipt of corrected galley proofs. We will expect an output of 75 pages per day.

PRESSWORK

The forms will be 32's, wherever possible, also 16's, 8's, and 4's; and the prices submitted will be blank cents per token of 250 impressions, on runs of 500, 1000, 2000, 3000 and 4000. The number of copies to be ordered, and consequently the number of impressions for each report, are shown on the schedule of approximate quantities marked A. There will not be less than two token for any one report.

There will be approximately 50 forms of 32's; 20 forms of 16's; 6 forms of 8's; 30 forms of 4's. The runs will vary between 500 and 5000 for the different reports. The low bidder will be he who is low on these quantities. Cover pages for paper bound reports will be charged as four page forms.

We will expect the printer to make use of any possible combination by means of which the presswork charges will be lessened.

All work is to be from type, on an English finish paper, 38 by 50/100; presswork on folders will be figured in the same way as text forms, and no charge for make-up will be allowed. Forms must be imposed to suit the binder, whose instructions the printer must receive before he may begin the presswork.

Charges for presswork must be made separately for each report, in the form prescribed, which shows in detail the

size and number of forms and tokens charged for. It will be noticed that the forms for each report, for both the bureau and department volumes, will vary only in the page numbers; the presswork for both volumes, therefore, will be charged for as making one run.

The best grade of commercial black ink must be used, and we will expect the printed page to show out clear and sharp. For the price quoted on each half tone cut we expect the work to be equal to the engraver's proof, in so far as it is possible to make steam presswork equal hand presswork. The cuts will go to the printer in good condition; he will not be expected to run off a form until each of the cuts and all the type in that form are in such condition as to assure good work. The printer's name or mark will not be used on the cover of any volume, but may, on written permission obtained, be printed on the back of the title page. Maps and charts will be printed upon linen map paper of good quality, which will be furnished by the printer and charged for as an extra. Paper for all folders shall be at least as wide as the page is high, so that the folders may trim even with the text page.

With the submission of the first page proof the printer will advise the Department of the number of pages each report will contain, when printed, and the quantity of paper, in fractions of a ream, which each report will require; calculations for the quantity of paper needed for the entire edition will be made from these figures.

The Department will furnish the book and cover paper; there will be stock enough for the edition and five per cent. over. Upon receipt of the paper the printer will take out a sheet from each case and forward them to the Department for inspection, and he will not begin the presswork until he has been advised that the paper is approved. He will weigh the paper received and should promptly report any shortage; if no such shortage is reported the paper maker's count will be accepted as correct.

The printer is expected to make a hand count at the

press and he will deliver to the binder such a number of perfect sheets as will enable him, with care, to turn out the number of volumes ordered. Two per cent. will be allowed the printer, and three to the binder, for waste.

All cuts or plates furnished by the City must be kept in such condition that they may be returned upon completion of the work; and they must be so returned, in good condition, without expense to the City, before the bill for the work upon which they were used will be approved.

DELIVERIES

The flat printed sheets for the book binder must be turned over to him within twenty days after the approval of the last page proof or after advice that the paper has passed inspection. They must be securely packed, and each case must be marked by the printer to show the department or bureau, the signatures and the quantity. Where the binder's place of business is in the same city as that of the printer, delivery must be made to him, at the printer's cost; where it is in a different city, the printer will deliver to the railroad and pay the freight, which may be charged to the City as an extra.

PAMPHLET BINDING

The paper covered bureau reports and all paper covered department reports except those for Safety, Works and Health, will be wired with four staples, trimmed, and have the covers pasted. These volumes will vary in thickness from 16 to 544 pages. Inserts will not be pasted. The appendix marked "A" will show, approximately, the number of volumes which will be paper covered, and the number of pages each may contain.

Calculations for the low bid will be made upon the quantities shown in Appendix A.

Prices will be submitted for folding, wiring, trimming

and pasting covers, per hundred volumes, and for inserting and folding plates, per thousand, as follows:

1	Book, 96 pages or less	per hundred volumes
2	97 to 256 pages	" " "
3	257 to 400 pages	" " "
4	401 to 544 pages	" " "
5	inserting plates, per thousand	
6	folding inserts, per thousand folds.	

There will be about ten folders, averaging four folds each, with an average of 300 copies for each folder. Directions for the insertion of folders will be found in the specifications for book-binding.

The finished copies of the paper covered reports must be delivered to the department or bureau offices interested, within three weeks after the approval of the last page proof.

The printer will be held responsible for any loss, by fire or otherwise, which may be sustained while the work is in his hands and until it reaches the binder or the City, as the case may be.

No charges for extras will be allowed, except as they are specifically referred to in these specifications. Bills for extras must show authorization. No change whatever will be permitted in these specifications.

Bills must be rendered in triplicate, for the entire work, in the form prescribed and attached hereto.

Director,
Department of Supplies.

The undersigned proposes to do the composition, presswork and pamphlet binding for the mayor's annual message and departmental reports, for the year 1913, in accordance with the specifications attached, as follows:

1 COMPOSITION

a 10 pt. on 12 pt. body, 10 set, per page.....

b 8 pt. on 10 pt. body, 8½ set, per page.....

c 6 pt. on 8 pt. body, 7 set, tabular matter, per page.....

d cuts, full page, per page.....

e time work on alterations, per hour.....

2 PRESSWORK

	for runs of	500	1000	2000	3000	4000
a	per token, 32's.....					
b	per token, 16's.....					

c per token, 8's.....

d per token, 4's.....

3 PAMPHLET BINDING

folding, wiring, trimming, pasting, covers,

a book of 96 pages or less, per hundred volumes.....

b 97 to 256 page book, per hundred volumes.....

c 257 to 400 page book, per hundred volumes.....

d 401 to 544 page book, per hundred volumes.....

e inserting plates, per thousand.....

f folding inserts, per thousand folds.....

.....

BILL FORM

FOR COMPOSITION, PRESSWORK AND PAMPHLET BINDING

REPORT OF THE BUREAU (OR DEPT.) OF.....

COMPOSITION

10 point, ...pages, at.....per page,.....

8 point, ...pages, at.....per page,.....

6 point, ...pages, at.....per page,.....

cuts, full page,.....pages, at.....per page,.....

canceled matter,.....pages, at.....per page,.....

time work on alterations,.....hours, at.....per hour.....
(proofs attached)

PRESSWORK

.....token 32's, (.....forms,.....token each).....per token,.....

.....token 16's, (.....forms,.....token each).....per token,.....

.....token 8's, (.....forms,.....token each).....per token,.....

.....token 4's, (.....forms,.....token each).....per token,.....

Distributed as follows:

.....impressions, bureau volume

.....impressions, department volume

.....impressions, preliminary message

PAMPHLET BINDING

.....copies,.....pages each at.....per hundred vols.....

.....plates inserted, at.....per thousand,.....

(.....vols.,.....inserts in each)

.....folds made, at.....per thousand,.....

(.....vols.,.....folds in each volume)

BOOK BINDING

The work to be done under these specifications consists of binding about 2300 volumes, comprising 25 different reports of various sizes; of these about 100 will be full leather bound, 2000 cloth, and the remainder paper covered; these last will be departmental volumes, sewed.

The appendix marked A shows the number of copies printed and bound last year. Calculations for the low bid will be made upon the quantities there shown, except for the leather volumes, for which the quantity above given will govern.

For paper bound reports the covers will be furnished by the City.

PRICES

The price quoted will be blank cents per volume, for each of the following sizes:

Book, up to	96	pages	thick,	per vol.,	cloth	only
97 to	256	"	"	"	and	leather
257 to	544	"	"	"	"	"
545 to	752	"	"	cloth,	leather,	paper
753 to	1008	"	"	"	"	"
1009 to	1248	"	"	"	"	"

inserting plates, pasted, per thousand plates
folding inserts, per thousand folds

There will be about ten folders, averaging four folds each with an average run of 600 for each folder. The price will cover insertions both inside and outside the signatures.

The price per volume will include forwarding and finishing the book, without inserts; these will be charged for separately at the per thousand rate. The price will include delivery to the offices interested, in the city. The printer

will deliver the flat printed sheets to the binder, who will furnish the waste and all other materials.

The paper will be 38 by 50/100, English finish; the trimmed size of the page will be 8⅞ in. by 5¾ in.; text forms will be printed as 32's, and will be imposed to suit the binder.

STYLE

The work will be subject to the inspection, at any time, of the City's representatives.

Leather binding: leather to be best grade Persian morocco, imported, equal to sample attached; by Persian morocco is meant the skin of an East Indian goat, and not a trade substitute. The skins must be full weight and unsplit, and equal to the best obtainable in the market; the binder will be required, before the covering is done, to furnish a sample skin taken from the lot to be used, and the entire lot must be equal to the sample approved. Only those parts of the skin that are free from blemish may be used; books upon which flaws appear will be rejected and will have to be rebound.

Books will be sewed with four cord No. 30 linen thread; to be covered in by hand without groove between board and back; marble double end papers, equal to No. 68, J. L. Shoemaker & Co.'s catalogue; silk head bands, yellow and red; backs to be lined with heavy backing paper equal to 24 by 38/150; cloth hinges; first and last signatures to be machine stitched; four raised bands on back; backs to be rounded on three inch radius for large volumes, and proportionately for the smaller; edges on all sides to be marbled brown; boards will have beveled edges. All inserts larger than four pages must be sewed to the adjacent signatures; whenever more than one folder is inserted in the same place they must be sewed to the adjacent signatures; guards must be inserted to swell the back, wherever the thickness of the insert requires it; (there will probably be

only one or two such places in one of the larger volumes). Inserts are to be folded to trim even with the book page, or as near as possible to this and yet avoid being cut when the book is trimmed. If a folder is more than 8⅞ in. high, the first fold will be to bring it to 8⅞ in.; then it will be folded to bring it within the other dimension of the book; inserts will be folded always in the same direction, toward the binding edge of the book—the method known as "over and over"; folds must be made in decreasing widths, so that the folded insert may lie flat, and not buckle, on the supporting page.

Cloth binding: books will be sewed with four cord No. 30 linen thread; lining equal to 24 by 38/120; crash equal to 40 by 36 threads to the inch; backs to be lined with heavy backing paper equal to 24 by 38/100; books to be cased in with suitable joint between board and back; head bands of black and white striped muslin; black cloth, or colored, as may be directed, equal to the first quality Interlaken T pattern; edges will not be marbled; boards will have square edges. In other respects the specifications for the leather covered books will govern the cloth binding.

Boards for both styles must be hard rolled, ⅛ in. thick; genuine gold XX deep for stamping, not to exceed three lifts, half a leaf, for back stamping on department volumes; bureau volumes will be stamped on the front cover; one lift, one leaf; blanked on back and front cover and backbone with ornamental fillet of approved design; brass stamps will be furnished by the City.

Paper covered books must be gathered and sewed exactly like the cloth books, and finished with a paper cover, pasted.

INSERTS

Inserts must be bound to face the left, with head toward binding edge, and so trimmed that the printed section will

lie entirely outside the book. They will be chiefly in folder form.

COUNT

We will furnish the printer with stock sufficient for the full number of volumes ordered and five per cent. over; the binding price is to include such a count as may be necessary to insure our receiving the full number of volumes called for; unless the shortage is reported at the time deliveries are made by the printer, we will consider his count as accurate, and the binder will be required to make good any shortage that may be discovered later.

The successful bidder will be expected to make up a sample book, of cloth and leather bound department volumes, according to these specifications; these must be passed for mechanical construction, stamping of cover, etc.; before the work progresses beyond the folding; the completed book must be firm and compact and bear evidence of skillful workmanship.

Bills must be rendered in triplicate, in the form prescribed by these specifications. No charges for extras will be allowed, except as they may be specifically referred to herein. The binder will be held responsible for loss by fire or other cause while the books are in his possession, and until they are delivered to the proper offices; he will be expected to take out a fire insurance policy, with the City as beneficiary, to cover fully any possible loss.

DELIVERIES

The completed volumes are to be delivered within five weeks after the receipt of the printed sheets. The books must be securely packed, to avoid injury during transit.

Director,
Department of Supplies:

The undersigned proposes to do the binding for the annual departmental reports for the year 1913, in accordance with the attached specifications, as follows:

leather, cloth, paper

book, 96 pages thick, per volume.....

97 to 256 pages, per volume.....

257 to 544 pages, " " .....

545 to 752 pages, " " .....

753 to 1008 pages, " " .....

1009 to 1248 pages, " " .....

inserting plates, pasted, per thousand.....

folding inserts, per thousand folds.....

.....

.....

BILL FORM FOR BOOK BINDING

...vols. cloth,....Bureau (or Dept.)...pages,...per vol.,...

...vols. leather,...Bureau (or Dept.)...pages,...per vol.,...

...vols. paper,....Department,.....pages,...per vol.,...

...inserts for above, at.....per thousand,.....

(.....vols.,.....inserts in each)

...folds, at.....per thousand,.....

(.....vols.,.....folds in each)

The above represents the bill for a single bureau or department report. Charges must be made separately for each report, but the charge for the entire work may be made in one bill.

A

NUMBER OF COPIES OF THE MAYOR'S ANNUAL MESSAGE AND ACCOMPANYING DOCUMENTS FOR THE YEAR 1912

	Turkey	Cloth	Paper	Pages
Preliminary message, containing the reports of the directors	.....	.....	500	318
do do signature blank	.....	.....	10	.....
do do newspaper copies	.....	.....	30	.....
VOLUME 1—containing....gilt edge	1	387	.....	812
Mayor's message	.....	.....	.....	.....
Director's report (Safety)	5	25	.....	536
Police (Fire Marshal)	.....	100	4000	176
Fire	.....	100	1500	76
Correction	.....	10	25	62
Electrical	.....	100	100	94
Building Inspection	.....	25	25	22
Elevator Inspection	.....	4	6	14
Steam Engines and Boilers	.....	12	50	14
VOLUME II—containing.....gilt edge	1	387	.....	.....
Director's report (Works)	.....	50	75	1210
Water	.....	100	200	114
Highways and Street Cleaning	.....	25	200	76
Surveys	.....	100	250	126
Lighting	.....	15	100	56
Gas	.....	15	250	46
City Property	.....	15	15	18
Wharves, Docks and Ferries (Ice Boats)	.....	100	400	130
VOLUME III—containing.....gilt edge	1	387	.....	994
Director's report (Health and Charities)	.....	.....	.....	.....
Health	.....	100	400	518
Charities	.....	100	400	192
Supplies	.....	25	.....	20
Law	25	.....	100	198
Civil Service Commission	.....	.....	1000	666
Also the following separate documents:				
Director's report (Health and Charities) and chief's report of the Bureau of Health	.....	.....	4000	80
Philadelphia Hospital for Contagious Diseases	.....	.....	4000	60
Bacteriological Laboratory	.....	.....	4000	48
Medical Inspection	.....	.....	4000	138
Medical School	.....	.....	3000	116
Philadelphia Hospital (Dr. Sykes' report)	.....	.....	500	272
Civil Service Commission:				
Examination questions—police and fire	.....	.....	1000	36
Examination questions—medical service	.....	.....	1000	36
Examination questions—inspection service	.....	.....	1000	56
Examination questions—miscellaneous service	.....	.....	1000	52
Acts and rules	.....	.....	1000	56
Examination questions—engineering service	.....	.....	1000	72
Examination questions—clerical and executive	.....	.....	1000	140

STYLE BOOK

OF THE

CITY OF PHILADELPHIA

A GUIDE FOR THE AUTHORS AND PRINTERS OF OFFICIAL REPORTS

All copy should be edited to conform to the rules herein given before it is sent to the printer, whose proofs must be corrected to accord with them. Deviations from the style prescribed should not be made without the authority of the editor.

The printers of the departmental reports are expected to familiarize themselves with the rules and forms given, so that the work may be done correctly and with dispatch. When the propriety of these instructions, as applied to any particular matter, is questioned, the advice of the editor should be sought, and his decision will govern.

Reports should always appear in the name of the chief of the bureau. If there is any information useful to the public which subordinate officials can give, it ought to be diffused in the report of the chief, to whom the public naturally looks for information on bureau activities. A report made by a subordinate is not convincing: it lacks both the comprehensiveness and the finality of a statement made by the chief official of the bureau. The report should be virile, clear and concise, yet full, and should be prepared by the chief himself; for only he can give it the authoritative value it should have.

TABULAR MATTER

All tables which are not necessary to the full understanding of the report should be eliminated. We ought to give

the public full information concerning the operations of the departments, but unnecessary and meaningless tables detract from the value and emphasis of the foregoing text.

All tabular matter must be put up in such form that it may go on one or more pages of the book. Unless the sense of a table will be destroyed by splitting it up into separate pages the folder form must never be used. The purpose of dividing these tables is to avoid the cost of inserting folders, as well as to improve the appearance of the book.

DRAWINGS

Drawings and photographs should always be made in size 4 by 7 in. Larger drawings should not be made unless the reduction to the one page size will diminish their legibility. Officials should take particular care to see that the photographs for halftone cuts shall be clear and without fault; it is not possible to make a good cut from a hazy or an over-dark photograph.

INDEX

Upon receipt of the page proof from the printer each bureau or department shall make up an index of subjects treated in the report, and return it, with the approved or corrected proofs, to the editor.

USE OF CAPITALS

Capital letters shall be used only for proper nouns and words denoting titles, following a name, and for words beginning sentences.

The words "bureau" and "department" standing alone should not be capitalized, except when they represent a particular bureau or department; for example, "There are several bureaus in each of the municipal departments"; but, "The Bureau has undertaken to accomplish this work"; "I informed the Department that we would follow this course of action".

Capitalize the words "bureau" and "department" whenever they either follow or precede the name; as, Department of Public Works, Survey Bureau.

The words "chief", "director" or other official designation should only be capitalized when they refer to a particular person, and are used in the place of the proper name of that person; thus, "The chiefs of all the bureaus met together"; "The director of the department is authorized to take such action"; but, "The Chief promised me he would consult the Director about this matter".

Official designations should always be capitalized when they precede a proper name, or follow it as a title; as, Chief Connell; C. E. Davis, Chief, Bureau of Water.

Capitalize street, avenue, road, river, etc., when following the name; Pelham Road, Market Street, Delaware River.

Capitalize nouns, pronouns, adjectives, adverbs and verbs in titles of books, headings, etc., when it is intended that the principal words shall be capitalized.

Proper nouns used with other words to designate a kind of merchandise which is known only by such designation, shall be set in lower case; for example,

china clay	india ink	russia leather
gothic type	roman type	morocco leather
india rubber	merino sheep	venetian blinds

Proper nouns converted into verbs by suffixing -ize, -fy, should be set in lower case; thus, christianize, americanize, macadamize, pasteurize.

Capitalize the principal words in addresses, signatures and date lines.

Capitalize the first word in direct quotation.

ABBREVIATIONS

Abbreviations should be used sparingly. They invariably mar the smoothness of the best written prose, and should

never be used in descriptive or narrative writing, except in scientific and technical works, where their use is commended only as time saving. Only those abbreviations that are familiar to the class of persons for whom the book is intended should be used. They shall be set in lower case, except when the word is commonly spelled with a capital; thus, p.m., lb., h.p., in. Place a period after each abbreviation, but do not space after the period.

Spell out the names of the month and use figures for the dates; do not use ordinal numbers; as, March 25, not 25th. Use Esq. for esquire; jr. for junior, sr. for senior; as, John Smith, jr., Richard Jones, sr. Use 2, 3, for second, third, when they begin a series of statements.

Words denoting measure of quantity or force should be abbreviated only when the quantity spoken of is definite; as, 10 gal., 8 h.p.; but, "street pavements are measured in square yards".

Except in mathematical calculations avoid the use of (′) and (″) to indicate feet and inches, or minutes and seconds. Except in a technical statement use deg. for degrees. Use F., C., B., for Fahrenheit, Centigrade and Beaumé.

The names of foreign countries should always be spelled in full; the following abbreviations shall be used for the names of the states:

Ala.	Fla.	Me.	Nebr.	Pa.	Wash.
Ariz.	Ga.	Mich.	Nev.	R.I.	W.Va.
Ark.	Ill.	Minn.	N.H.	S.C.	Wis.
Cal.	Ind.	Miss.	N.J.	S.Dak.	Wyo.
Colo.	Kans.	Mo.	N.Mex.	Tenn.	
Conn.	Ky.	Mont.	N.Y.	Tex.	
Del.	Mass.	N.C.	Okla.	Va.	
D.C.	Md.	N.Dak.	Oreg.	Vt.	

Alaska, Hawaii, Iowa, Ohio and Utah should never be abbreviated.

NUMERALS

Arabic numerals should be used in all cases, even where the copy has roman. If the copy lists a series of statements as a, b, c, change to 1, 2, 3, etc. If, under any of these numerals a further sub-division is necessary, use the roman a, b, c, in lower case. Do not begin a sentence with figures; if you must begin with a number, write it out.

Spell out all whole numbers from one to ten, except as follows: where numbers are used to express a definite measure of quantity; as, 6 gal., 2 oz., 8 h.p. In a series of connected or contrasted numerical statements, numbers should always be expressed by figures; as, the contractor employed 8 men, 6 wagons and 10 sprinklers; compound fractions and decimals should be expressed by figures; as, 3-4/5, 4.263.

Use numerals for all numbers exceeding ten, except where numbers are used for an indefinite quantity; as, five thousand men gathered to hear him.

In all decimal numbers having no units, place a cipher before the decimal point; as, 0.56 ft. Omit unnecessary ciphers in sums of money; as, $25. Use decimals wherever possible instead of fractions. Where numbers have more than four figures, use an en space instead of commas. Do not point off numbers of four figures; in tabular work, however, where large numbers are used, those of four figures must also be spaced.

Use the word "by" instead of "x" in giving dimensions; as, 8 by 12, not 8 x 12. When two numbers follow each other, one denoting quantity simply and one conjoined with another word to denote a measure, spell out the first; as, ten 6 inch guns, eight 5 ft. sewers.

Large numbers, when spelled out, should be written as follows: two hundred fifty dollars, not two hundred and fifty; one thousand twenty, not one thousand and twenty. The conjunction should only be used to connect amounts of different denominations; as, eighty dollars and fifty cents; six hundred forty dollars and sixty-five cents.

HYPHEN

The hyphen should be used to connect the elements of a compound word when each retains its own accent.

PUNCTUATION

Correct punctuation obviates uncertainty and confusion, and makes for smooth reading; but nothing makes writing so slovenly as improper punctuation.

Punctuation marks should always be placed inside the quotation marks when they are part of the quotation, otherwise outside; for example, He asked me "Did the ordinance pass?"; but, I have just read the book called "The New Atlantis".

Good taste, aided by a knowledge of grammar, is the best guide for punctuation; but the following general rules will govern. Where the pause in a statement is slight and there is no change in the thought, the comma should not be used; as, He listened to the statement and agreed to the proposition.

Comma: A comma should be placed between the short members of compound sentences; for example, Beauty dazzles, but amiability charms. A comma should be placed before a conjunction connecting the parts of a compound predicate, unless they are very short and so closely connected that no point is admissible; for example, The sun shines on all, even the wicked and ungrateful.

Semicolon: The semicolon is used chiefly to distinguish the conjunct members of a sentence; for example, Thy hands have made me and fashioned me; yet dost thou destroy me. If the members, however, are very short and the connection is close, the comma may be used instead of the semicolon; for example, Man proposes, but God disposes.

A semicolon should be placed between the great divisions of sentences when minor divisions occur that are separated

by commas; for example, Plato called beauty a privilege of nature; Theocritus, a delightful prejudice.

Colon: The colon marks a pause greater than that of the semicolon, but less than that of a period; it should be placed between the great divisions of sentences when minor divisions occur that are separated by semicolons; for example, Man has effected wonders; he is every day advancing in knowledge and power: yet, surpassed by nature in even her humblest efforts, he can not so much as make a blade of grass.

The colon is used when the sense of division of a period is complete so as to admit of a full point; but something is added by way of illustration, or the description is continued by an additional remark, without a necessary dependence on the foregoing members of the sentence; thus, A brute arrives at a point of perfection he can never pass: in a few years he has all the endowments he is capable of.

A colon must also be placed before a formal enumeration of particulars; as, There were five great empires in ancient times: first, the Egyptian; second, the Assyrian; third, the Persian; fourth, the Macedonian; fifth, the Roman.

Possessives: Nouns in the singular, and in the plural when ending in any other letters than s (irregular plurals), form the possessive by suffixing an apostrophe and s; as, man's, men's, Burns's, countess's. There are a few exceptions to this rule, made for the sake of euphony; as, for conscience' sake; for goodness' sake; for righteousness' sake. Plural nouns ending in s form the possessive by adding the apostrophe; as, the fingers' celerity; the countesses' reception.

Divisions: Frequent division of words should be avoided, and compound words should not be divided except at the compound hyphen. Divisions of syllables of two letters or less should never be made. The last word of a paragraph should not be divided, nor should it break over unless it consists of more than three letters.

FOOTNOTES

In publications of this kind footnotes should not be employed to elucidate the text: any explanation that may be desirable should be given in text form. Where their use is indispensable the matter shall be set in 6 point on 8 point body, in two columns. Superior figures shall be employed to mark the notation place.

FOREIGN WORDS AND PHRASES

These should be set in italics. The names of foreign persons should be preceded by Mr., and not Herr or M., etc.

QUOTATIONS

When a word, phrase or sentence is quoted in direct quotation, it should be included within quotation marks. A quoted article following an introductory paragraph needs no quotation marks. Unless followed by original matter long quotations or extracts shall be set separately, indented one em each side of the page, without marks. The same size type shall be used as for the text.

TYPOGRAPHY

Modern roman type shall be used for all publications: No. 8A for monotype work; No. 21 face for Linotype composition; No. 596 American Type Co. for other forms of composition. No. 524 Lining Title shall be used for all title pages and headings. All reading matter shall be set in 10 point on 12 point body; tabular matter, 6 point on 8 point body; 8 point on 10 point body shall be used for indexes or for any other matter marked to be composed in 8 point. The size of the trimmed page will be 5¾ by 8⅞ inches. The printed page will be 39 pica ems long by 22 pica ems wide. The page number shall be set at the head,

in the middle of the page, and the first line of the text shall be sunk one pica em beneath.

Paragraphs shall be set with one em indention where they follow other paragraphs of the text; where they follow a heading they shall be set without indention.

HEADS

Center heads in the text shall be set in small caps, not followed by a period. Heads for tables shall likewise be set in small caps, except where there is a two or three line head, which must be set as follows:

GEORGE'S HILL
HIGH SERVICE STATION
TOTAL CAPACITY, 11 000 000 GALLONS PER DAY

Volumes shall be made up as follows: pages 1 and 2, blank; page 3, title; page 4, blank; page 5, table of contents or index; (the index should always be made to end on an uneven page); on the even page following the index shall appear the formal notice concerning statistical matter. The text will follow; it must begin on the right hand or uneven page, and will be the first numbered page, (page 1).

IMPOSITION

The margins on the printed page shall be as follows:

top	6 picas
inside	5 picas
bottom	8 picas
outside	6 picas

COVER AND TITLE PAGES

Covers and title pages shall be set as shown on the specimen pages following; likewise report headings. All type shall be No. 524 Lining Title.

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BUREAU OF POLICE

James Robinson, SUPERINTENDENT

Philadelphia, January 1, 1914

Director,
Department of Public Safety.

.....

BUREAU OF HIGHWAYS AND STREET CLEANING

William H. Connell, CHIEF

Philadelphia, January 1, 1914

Director,
Department of Public Works:

.....

DEPARTMENT OF PUBLIC WORKS

Morris L. Cooke, DIRECTOR

Philadelphia, January 1, 1914

Hon. Rudolph Blankenburg,
Mayor of Philadelphia.

My Dear Sir:

.....

REPORT HEADINGS

DEPARTMENT OF
PUBLIC HEALTH AND CHARITIES

Joseph S. Neff, DIRECTOR

Philadelphia, January 1, 1914

Hon. Rudolph Blankenburg,
Mayor of Philadelphia.

My Dear Sir:

.....

OFFICE OF THE
MAYOR OF PHILADELPHIA

Rudolph Blankenburg, MAYOR

Philadelphia, January 1, 1914

To the Members of the
Select and Common Councils:

.....

ANNUAL MESSAGE

OF THE

MAYOR OF PHILADELPHIA

AND THE

REPORTS OF THE DIRECTORS OF THE MUNICIPAL DEPARTMENTS

FOR THE YEAR 1913

ANNUAL REPORT

OF THE

DEPARTMENT OF PUBLIC WORKS

OF THE

CITY OF PHILADELPHIA

FOR THE YEAR 1913

ANNUAL REPORT

OF THE

DEPARTMENT OF PUBLIC HEALTH AND CHARITIES

OF THE

CITY OF PHILADELPHIA

FOR THE YEAR 1913

ANNUAL REPORT

OF THE

DEPARTMENT OF SUPPLIES

OF THE

CITY OF PHILADELPHIA

FOR THE YEAR 1913

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ANNUAL REPORT

OF THE

BUREAU OF POLICE

OF THE

CITY OF PHILADELPHIA

FOR THE YEAR 1913

ANNUAL REPORT

OF THE

BUREAU OF HIGHWAYS AND STREET CLEANING

OF THE

CITY OF PHILADELPHIA

FOR THE YEAR 1913

ANNUAL MESSAGE

OF THE

MAYOR OF PHILADELPHIA

AND THE

REPORTS OF THE DIRECTORS OF THE

DEPARTMENTS OF
PUBLIC SAFETY, PUBLIC WORKS, SUPPLIES
WHARVES, DOCKS AND FERRIES, CITY TRANSIT
PUBLIC HEALTH AND CHARITIES

FOR THE YEAR ENDING DECEMBER 31, 1913

ISSUED BY THE
CITY OF PHILADELPHIA

ANNUAL REPORT

OF THE

DEPARTMENT OF PUBLIC SAFETY

OF THE

CITY OF PHILADELPHIA

FOR THE YEAR ENDING DECEMBER 31, 1913

ISSUED BY THE
CITY OF PHILADELPHIA

ANNUAL REPORT

OF THE

DEPARTMENT OF PUBLIC HEALTH AND CHARITIES

AND OF THE DEPARTMENTS OF

SUPPLIES, LAW
FREE LIBRARIES, RECEIVER OF TAXES
PHILADELPHIA MUSEUMS
COMMISSIONERS OF THE SINKING FUNDS
CITY TREASURER

OF THE

CITY OF PHILADELPHIA

FOR THE YEAR ENDING DECEMBER 31, 1913

ISSUED BY THE
CITY OF PHILADELPHIA

ANNUAL REPORT

OF THE

BUREAU OF POLICE

OF THE

CITY OF PHILADELPHIA

FOR THE YEAR ENDING DECEMBER 31, 1913

ISSUED BY THE
CITY OF PHILADELPHIA

ANNUAL REPORT

OF THE

BUREAU OF HIGHWAYS AND STREET CLEANING

OF THE

CITY OF PHILADELPHIA

FOR THE YEAR ENDING DECEMBER 31, 1913

ISSUED BY THE
CITY OF PHILADELPHIA

UNIV. OF CALIFORNIA

APPENDIX

When the printing for the year 1913 was advertised in Philadelphia, we were quickly made aware that certain members of the employing printers association here were making determined efforts to protect the printers who, for almost a generation, had had a monopoly of the work. Statements were spread in other cities from which we had asked bids, that it was unlawful to do municipal printing work outside Philadelphia and that we never intended to have the work done by any but a city printer, but merely asked outside bids for the purpose of holding up the Philadelphia printers. The effect of this may be seen in the schedule of bids given below; all Philadelphia bids were extraordinarily high, and only two outside bids were received. The contract was awarded to the low bidder.

The estimated cost of this printing, under the new specifications, for 1913, is $6,000. Last year the cost was nearly $18,000, and the average for five years preceding was $12,500.

	Composition.		Presswork.		Cloth binding.
	10 point per page.	6 point tabular per page.	16 page form per token on runs of 1000	4000	752 page book per volume.
Wynkoop, Hallenbeck, Crawford Co..	$0 49	$2 09	$0 75	$0 48	$0 3465
Dando Printing & Publishing Co....	1 15	4 90	1 90	91	.....
Dunlap Printing Co.....	1 15	4 63	1 40	62	37
Plimpton Press.....	1 20	5 85	1 75	81	28
Franklin Printing Co.....	1 28	5 00	1 70	75	.....
George F. Lasher.....	1 35	5 20	1 80	80	55
George H. Buchanan & Co.....	1 50	6 00	1 85	79	.....
Trades Union News Pub. Co.....	1 50	6 80	1 90	85	.....
J. B. Lippincott Co.....	1 57	6 55	1 90	85	53
Edward Stern & Co.....	1 75	6 95	2 98	1 68	.....
Franklin Bindery.....	.....	.....	.....	.....	21

The protection afforded by the printers to the political contractors extended not only to this particular contract, but to every large printing job. The Department determined, therefore, to combat the printers' association, with the purpose of inducing it to exclude the City government from the operation of its rules, and to allow free competition, among its members, for City work.

The means adopted was publicity. The public was informed, through the newspapers, of the existence of the association, of its purpose, and of its effect in forcing the City to pay exorbitant prices for its printing. Vehement denials were, at first, made by individual members of the Association, but they feared, apparently, to carry the issue farther, and the Association rested silent under the criticism of its methods.

Great interest was aroused by the publication of the article, and the Department was commended for the innovation of issuing scientific specifications and for its action in awarding the contract to the low bidder, although the firm is not a Philadelphian—a step which had been opposed by the printers association.

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